



DEPARTMENT OF PERSONNEL &
ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES
NO. 07-79

DEPARTMENT Colorado Dept. of Public Health and Environment	DIVISION Water Quality Control Division	SECTION Outreach and Assistance Unit Drinking Water Revolving Fund Program	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Drinking Water Revolving Fund project files (DWRF) Preconstruction planning and design A. Planning correspondence (Preliminary engineering reports, utility plans) B. Environmental assessments (Finding of no significant impact docs or categorical exclusion docs) C. Design correspondence (Plans and specifications, addenda)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	All project files are sent to offsite storage once the construction phase of the system's plan is complete, the loan recipient has complied with all the federal requirements and the loan has been paid out. <ul style="list-style-type: none">Records are created by WQCD staff, systems, operators & owners or contractors.Records are kept in the WQCD Outreach and Assistance records center unless moved offsite for long-term or permanent retention.
2.	Financial documents A. Loan application packet, drinking water Technical, Managerial and Financial Capability (TMF) reports (User charge information, credit reports) B. Loan agreements C. Planning/design grant applications D. Planning/design grant awards E. Payments for planning/design grants	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	
3.	Loan pay requests	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	<i>No record shall be destroyed that pertains to any pending legal cause, claim, action, or audit. All records will be evaluated when a destruction date arrives to determine whether they still have administrative, operating, legal or historical value that may warrant retaining them longer. This evaluation will be completed annually.</i>

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed in the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Jerry Kjetelsen</i>	Date <i>4/11/2007</i>	Records Liaison Officer's Signature <i>Betsy Hanaak</i>	Date <i>10-23-2006</i>
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date <i>7/18/07</i>	State Auditor's Signature <i>Debbie S. Rees</i>	Date <i>6/18/07</i>

SA-194 (REV 1/78)



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ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
4.	Engineering and construction agreements A. Engineering agreements B. Bid packages (Minority business enterprise/women-owned business enterprise docs)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	
5.	Change orders	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	
6.	Inspection documents A. Final inspection documents and pre-construction conference docs. B. Miscellaneous documents (monthly reports, project manager notes, newspaper articles)	Record copy: Retain 25 years then destroy. Duplicates: Retain until no longer needed then destroy.	

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State Archivist's Signature <i>Jerry Heltzen</i>	Date 4/11/2007	Records Liaison Officer's Signature <i>Betsy Hannah</i>	Date 10-23-2006
Attorney General's Signature <i>John W. Suthers by mm</i>	Date 7/18/07	State Auditor's Signature <i>Deborah E. Ray</i>	Date 6/18/07